



Position Title: VOTE Fellow

Reports To: Political Director

Start Date: February 12, 2019

Hours: 40 hours/week (Limited Duration)

Compensation: \$15/hour. TriMet Hop Fastpass provided, personal cell phone stipend, and 7 paid Federal Holidays in accordance with personnel policies

Consideration of candidates will begin 30 days from posting date, and will continue until the position is filled.

Job Announcement

The Asian Pacific American Network of Oregon (APANO) is looking for a motivated, creative, and organized individual to build grassroots power in Asian and Pacific Islander communities in Oregon and advance racial and social justice. VOTE Fellows will work in a dynamic team environment to plan and implement civic engagement activities for the 2019 May Special Elections. The ideal candidate is passionate about social justice, and is excited to build political power and visibility for our communities. They will work in a queer-friendly, multi-ethnic, API-centered, intergenerational organization. Candidates with language skills in Vietnamese, Mandarin/Cantonese, Hindi, Tagalog, or other Asian/Pacific Islander languages are strongly encouraged to apply.

About APANO

APANO envisions a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us. APANO's key strategies are base-building, leadership development, civic engagement, coalition building, strategic communications, policy advocacy, and campaigns. APANO Communities Fund (501c3) and APANO (501c4) is based in Portland, Oregon.

Position Summary

VOTE Fellows will work closely with the Political Director to achieve our political and civic engagement goals for the 2018 General Election. This is a limited duration position starting in February 2019. Fellows will execute voter drives and political education events in coordination with the Political team. Work will include recruiting and engaging volunteers, organizing voter registration drives, participating in event outreach activities, social media outreach, and organizing GOTV events with partner organizations. Fellows will receive appropriate training and learning opportunities to understand field work in electoral based campaigns and organizing.

Responsibilities:

Member Engagement & Base Building (80%)

- Support member recruitment and development; with tasks including, but not limited, to: voter registration, political education workshops; grassroots policy advocacy; phonebanking and canvassing; and occasional campaign work in support of APANO's advocacy agenda and endorsed candidates (increasing as closer to May 21, 2019 election)
- Recruit, train, cultivate and manage volunteers, to match them with opportunities that deepen their engagement with APANO and identification as APANO members.
- Research and cultivate opportunities for community outreach, such as tabling at events
- Build analysis, skills and confidence of APANO staff to identify research needs to drive internal political analysis and member leadership (i.e., listening tour, campaign research, power mapping)

Programs and Events Support (20%)

- Support with implementation of major events (Voices of Change Gala May 2018, APANO Office Grand Opening, Lobby Day 2019), as well as regular key programming
- Attend major APANO member events and political events to assist in the documentation and promotion of events, both before and after the event
- Consistently work in the Voter Activation Network and internal APANO EveryAction database and systems to keep up-to-date and accurate records.

- Provide translation/interpretation in relevant API languages as needed (if applicable)

Qualifications:

- Strong attention to detail, strong organizational skills
- Knowledge of API community issues and needs
- Self-motivated, resourceful, and able to adapt to fast paced environments
- Ability to maintain effective working relationships and to work well in a team environment
- Good communication skills (written and verbal).
- Ability to meet deadlines, prioritize, and perform a wide variety of tasks
- Strong computer competency; proficiency in Microsoft Office
- Flexible schedule to work both in office and for evening/weekend events as needed

Preferred:

- Ability to speak an Asian and/or Pacific Islander language (Vietnamese, Mandarin/Cantonese, Hindi, Tagalog) conversationally
- Experience working with Asian and Pacific Islander communities or groups
- Experience working in electoral or issue based campaigns

Travel Required

In-state travel is required for this position. Must possess valid Oregon driver license and provide proof of insurance if using own vehicle, or if renting, must be insurable. Must be able to drive a motor vehicle safely and use a seatbelt when in operation. Mileage and travel expenses are reimbursed per APANO policy.

How to Apply

Only complete applications submitted by Friday January 11, 2019 before 5PM will initially be considered. Applications need to be emailed as an attached document (PDF preferred) to jobs@apano.org with subject title “VOTE Fellows”.

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge you bring to the job and how they are a good fit with the responsibilities of the position.
- A resume (1 page max) detailing relevant experience, work history, and accomplishments.
- 1 writing sample (no more than 2 pages)
- At least 2 references, including your current or most recent position, their name, title, email, phone, city and state information, and your relationship to them.

For more information, please email questions to Robin Ye, at robin@apano.org

APANO is an EEO employer and encourages applications from people of color, lesbian, gay, bisexual and transgender people and women.